

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING POLICY

TOPIC: Federal Funds 1.0	EFFECTIVE DATE: 6/30/88
TITLE: Administering Federal Funds	REVISION DATE: 10/31/92
AUTHORIZED BY: Donald N. Warnke, Director	PAGE 1 OF 2

POLICY

The Wisconsin Statutes, s. 16.54 (4) requires:

Any board, commission or department of state government designated to administer any such fund, shall, in the administration of such fund, comply with the requirements of the act of congress making such appropriation and with the rules and regulations which may be prescribed by the United States government or by the department of the federal government making such funds available.

The Department of Administration (DOA) and the Bureau of Fiscal Services (BFS), Division of Management Services, are responsible for enforcing this statute.

PROCEDURES

1. The Department of Health and Social Services is responsible for establishing policies and procedures to comply with the reporting, timing and accounting for federal funds under the rules and regulations established for each grant.
2. The Department of Health and Social Services and each affected division shall be responsible for reviewing the federal requirements, rules, regulations and assuring compliance in accounting for such funds.
3. Finalized adjustments, such as refunds, disallowances, etc. (after appeal) must be reflected on the Department of Health and Social Services and DOA records in a timely way to meet federal and state guidelines.
4. If questions arise, the Division or unit administering the grant funds must contact the Bureau of Fiscal Services to ensure compliance with applicable state or federal statutes, rules or regulations, and prevent future disallowances.

REFERENCE

Wisconsin Statutes, Section 16.54 (4)

CONTACT PERSON

Otto Young, Chief
Project Reporting Section
(608) 266-2649